



Agenda Item No: 1.e

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: June 17, 2025

Submitted by: Jennifer Lampman

From: Finance

Subject:

Approve Amendment No 1 to Support Services Agreement with PlanetBids for eProcurement Software Platform

Financial Impact:

Fiscal Impact:

FY2025/26: \$28,028 (101523-6136)

FY2026/27: \$28,869 (101523-6136)

Summary:

The PlanetBids' eProcurement system simplifies the process of doing business with the City by providing vendors with a searchable on-line database of current bid and proposal solicitations and provides the platform for which all bid documents and proposals are submitted, streamlining the process and broadening the pool of qualified vendors. Additionally, vendors wanting to do business with the City may create a profile that allows them to be notified automatically when the City is soliciting proposals for commodities and services they provide.

PlanetBids also provides functionalities beyond bid management to include additional capabilities such as vendor management, advanced eBidding, proposal evaluation management, insurance certificate management and contract management. These additional capabilities improve the City's ability to identify and reach potential bidders, enhance competition, eliminate the potential for errors in bid evaluation scoring, prequalify vendors for as-needed work, enhance transparency in the City's procurement practices and save substantial staff time.

The City has been using PlanetBids since the City Council approved the Software Services Agreement on July 19, 2022. The platform has increased competition and made it easier to reach more qualified vendors and Staff is recommending extending the term of the agreement for the platform, with the elimination of the DocuSign integration due to Staff using alternative eSignature software.

Recommendation:

Recommended Action: It is recommended that the City Council take the following action:

1. Approve the Amended Support Services Software Agreement with PlanetBids, Inc. for an extension of two (2) years; and

2. Authorize the City Administrator and/or her designee to execute all the necessary documents in a form approved by the City Attorney.

Strategic Plan Statement:

There is no Strategic Plan goal associated with this action.

Discussion:

The City's purchasing division endeavors to procure supplies, services and equipment in a manner that provides full and open competition and in accordance with applicable laws and purchasing procedures. The City's Purchasing Officer is further tasked with continually identifying, evaluating and utilizing purchasing methods that best meet the needs of the City and keeping informed of current developments in the field of Public Purchasing, including the increased reliance on eProcurement systems by many local agencies. The City Council approved a software services agreement with PlanetBids on July 19, 2022 for eProcurement, and the City has been satisfied with the product and its features, which have helped streamline the bidding and purchasing process.

The e-procurement system allows vendors who register with the City of Placentia's PlanetBids portal to automatically be notified of new bidding opportunities as they are posted, ask questions, download all necessary documents, and submit their bids directly into the PlanetBids system. The system also tracks insurance certificates, contracts and manages bid and proposal scoring in its bid evaluation module.

The initial three-year term expires July 24, 2025 and staff is recommending extending the term for an additional two years, with the elimination of the DocuSign integration as Staff relies on other eSignature software options.

Fiscal Impact Summary:

The price for the software for the next two years is listed below. Funding for FY2025/26 is included in the recently adopted budget, and funding for FY2026/27 will be included in that fiscal year's budget.

FY2025/26: \$28,028 (101523-6136)

FY2026/27: \$28,869 (101523-6136)

Attachments

[Placentia, City of, CA - Amendment 1 - 05202025.pdf](#)